



## Checklist for Schengen Visa: Visitor (visiting family, friends, etc.)

Application should be submitted at the local Visa Facilitation Centre VFS. Switzerland Visa Application Centre Website:  
<https://www.vfsglobal.ch/switzerland/india/index.html>

The visa application form is free of charge and can be downloaded from the website:  
<https://www.sem.admin.ch/sem/en/home/themen/einreise/visumantragsformular.html>

Please submit the documents in the exact order given below, please do not staple any document.	<input checked="" type="checkbox"/>
<b>Valid national passport :</b> <ul style="list-style-type: none"> <li>○ Issued within the last 10 years and with at least 3 months validity after the scheduled return, with at least two blank pages. Handwritten passports and passports with observations regarding the front page (bio data) cannot be accepted.</li> </ul>	<input type="checkbox"/>
<b>2 passport size pictures :</b> <ul style="list-style-type: none"> <li>○ White background, not older than 6 months (size 35 – 40 mm in width, not copied or scanned picture).</li> <li>○ 1<sup>st</sup> picture pasted on the application - 2<sup>nd</sup> picture has to be clipped on the last page of the passport, stapled or pinned pictures cannot be accepted. For more details, please refer to: <a href="http://www.icao.int/Security/mrtd/Downloads/Technical%20Reports/Annex_A-Photograph_Guidelines.pdf">http://www.icao.int/Security/mrtd/Downloads/Technical%20Reports/Annex_A-Photograph_Guidelines.pdf</a></li> </ul>	<input type="checkbox"/>
<b>Visa application form :</b> <ul style="list-style-type: none"> <li>○ Completed, signed by the applicant and, if applicable, authorization of third person.</li> <li>○ If the applicant is a minor: visa application signed twice by legal guardian and if applicable, authorization of third person. (Proving the custody of a minor child, divorce papers, death certificate etc.).</li> </ul>	<input type="checkbox"/>
<b>Previous passport/s :</b> <ul style="list-style-type: none"> <li>○ If any, bound together with rubber band, not stapled.</li> </ul>	<input type="checkbox"/>
<b>Personal covering letter :</b> <ul style="list-style-type: none"> <li>○ Original letter with travel plan.</li> <li>○ If the applicant is submitting the applications of his/her family, then all applications must include a copy of the covering letter.</li> </ul>	<input type="checkbox"/>
<b>Introduction letter :</b> <ul style="list-style-type: none"> <li>○ Original letter has to be on a business letterhead from the employer/company.</li> <li>○ The letter has to be signed and stamped by HR or directorate mentioning your position and the duration of your service.</li> <li>○ “No objection statement” regarding the planned trip to Switzerland/Schengen States.</li> <li>○ The dates and purpose of the trip.</li> </ul>	<input type="checkbox"/>
<b>Invitation letter from the host in Switzerland :</b> <ul style="list-style-type: none"> <li>○ With full details of the inviter; full name, address, Email-ID and telephone number.</li> <li>○ The invitation letter has to be in original or a clear copy, dated and signed, mentioning names of all the invitees, the duration of stay, the relationship and the purpose of the invitation, along with a copy of the passport or identity card, OCI and residential permit.</li> </ul>	<input type="checkbox"/>
<b>Travel Insurance :</b> <ul style="list-style-type: none"> <li>○ Please refer to the list of approved Indian travel insurances: <a href="https://www.eda.admin.ch/dam/countries/countries-content/india/en/visa/SchengetList-Travel_Insurance_Companies-EN.pdf">https://www.eda.admin.ch/dam/countries/countries-content/india/en/visa/SchengetList-Travel_Insurance_Companies-EN.pdf</a></li> <li>○ Minimum coverage of 30,000 Euro / 50,000 USD / 50,000 CHF per person.</li> <li>○ Coverage of all expenses which might arise in connection with repatriation for medical reasons, urgent medical attention and/or emergency hospital treatment.</li> <li>○ The insurance has to cover the entire stay in Schengen territory.</li> <li>○ Applicants who wish to apply for a six months or a one year multiple visa are not obliged to provide a 180 (365) days coverage. It is sufficient to submit an insurance policy covering the first journey.</li> </ul>	<input type="checkbox"/>
<b>Flight reservation :</b> <ul style="list-style-type: none"> <li>○ With names of all travelers.</li> <li>○ If applicable proof of intra-Schengen flight, train itinerary or car rental.</li> </ul>	<input type="checkbox"/>

<p><b>Proof of financial status :</b> All documents have to be originals, in format A4, with stamp and signature of Bank.</p> <ul style="list-style-type: none"> <li>○ <b>If employed :</b> <ul style="list-style-type: none"> <li>● Last 3 months salary slips and last 3 months salary bank account statements.</li> <li>● Last 3 months personal bank account statements.</li> <li>● Personal ITR (<b>only ITR-V, Indian Income Tax Return Verification Form or Acknowledgement is accepted</b>) for the last 2 assessment years.</li> </ul> </li> <li>○ <b>If self-employed and/or company owner :</b> <ul style="list-style-type: none"> <li>● Business registration certificate / <b>GST Registration with annex A &amp; B</b> / Partnership Deed / Proof of proprietorship or other proof of ownership. Last 3 months personal and business bank account statements.</li> <li>● Company's and personal ITR (<b>only ITR-V, Indian Income Tax Return Verification Form or Acknowledgement is accepted</b>) for the last 2 assessment years.</li> </ul> </li> <li>○ <b>If retired :</b> <ul style="list-style-type: none"> <li>● Personal pension bank statement for the last 3 months.</li> <li>● Proof of regular income generated by ownership of property or business.</li> </ul> </li> <li>○ <b>If Student or unemployed :</b> <ul style="list-style-type: none"> <li>● Parents or legal guardians must provide their personal bank statements for the past 3 months.</li> <li>● Personal ITR (<b>Only ITR-V, Indian Income Tax Return Verification Form or Acknowledgement is accepted</b>) for the last 2 assessment years along with a confirmation letter of financial support and a copy of their passports. No financial proof from the host is required.</li> </ul> </li> </ul>	<input type="checkbox"/>
<p><b>Families :</b></p> <ul style="list-style-type: none"> <li>○ The visa applications have to be submitted together, only the head of family needs to attach bank statements, personal ITR (<b>only ITR-V, Indian Income Tax Return Verification Form or Acknowledgement is accepted</b>), travel insurance (mentioning all the names of the insured), flight booking (mentioning all the names of the travelling family members) and an invitation letter from Switzerland.</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>○ If the applicant continues to travel to a third country (i.e. UK, USA, Canada etc...) after leaving the Schengen Area, the visa of the next country has to be obtained <b>first</b>.</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>○ Clear photocopies of <b>valid UK, USA, or CAN visas</b> (if any).</li> <li>○ Photocopies of the 1<sup>st</sup> page (bio data) and last page of the passport.</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>○ <b>Students above 16 year old :</b> <ul style="list-style-type: none"> <li>● Copy of the student college ID card and an introduction letter of the School/College/University.</li> </ul> </li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>○ <b>Children under 18 years old, not travelling with both parents :</b> <ul style="list-style-type: none"> <li>● written consent letter of the other, non-travelling parent or legal guardian, certified by public notary.</li> </ul> </li> <li>○ <b>Children under 18 years old, travelling alone :</b> <ul style="list-style-type: none"> <li>● written consent letter of both parents or legal guardian, certified by public notary.</li> </ul> </li> </ul> <p><b>In all cases:</b> copies of the passports of both parents (legal guardian) or PAN cards or driving license.</p>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>○ If you have been refused a visa by an Embassy or High Commission in the last 2 years: Refusal notice or a written explanation about the reasons of refusal</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>○ <b>Visa fee:</b></li> <li>○ Adults: <b>EUR 80.00</b></li> <li>○ Children between 6 and 12 years old <b>EUR 40.00</b></li> <li>○ Free of charge, children under 6 years old.</li> </ul>	<input type="checkbox"/>

Please note that:

- the required documents have to be submitted with the visa application (no fax or e-mail to Embassy accepted).
- only the required documents mentioned on the checklist are accepted.
- the Embassy of Switzerland reserves the right to ask for additional documents and/or for a personal interview.